

# C.I.G. Administrative Instructions

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CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

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25 March 1947

MEMORANDUM

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SUBJECT: Personal Status Report

EFFECTIVE UNTIL 30 JUNE 1947

1. A personnel status report on Form 38-17 (copy attached) will be prepared on each employee, civilian and military, on duty with CIG on the date of receipt of this memorandum. Any entry on the report indicating a change in status since entrance on duty of the employee concerned will be underscored in red.
2. Each Assistant Director and head of a staff section will be responsible that forms are completed on all personnel on duty under his jurisdiction not later than one week after receipt of this memorandum, and transmitted by covering letter as indicated below:
  - a. Originals will be sent direct to the Chief, Personnel Division, P & A Branch.
  - b. Duplicates will be sent direct to the Chief, Security Division, P & A Branch.
3. An additional personnel status report will be prepared and distributed as indicated in paragraph 2a and b above whenever any change in status of an individual employed by CIG occurs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

(Signed)

Colonel, AGD  
Executive for Personnel  
and Administration

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CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

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Renumbered CIA Adm. Instruc. (CIA 9/26/47)

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